FOREWORD

This order prescribes air traffic control procedures for the use by personnel providing air traffic control services at DeKalb-Peachtree Airport Traffic Control Tower. Controllers are required to be familiar with the provisions of this order that pertain to their operational responsibilities and to exercise their best judgment if they encounter situations not covered by this document.

Cortney B. Goes (A)
Air Traffic Manager

CHANGE

U. S. DEPARTMENT OF TRANSPORTATION

FEDERAL AVIATION ADMINISTRATION

PDK 7110.65D
Change 2

DeKalb-Peachtree Air Traffic Control Tower
2001 Airport Road
Chamblee, GA 30341

Date 06/16/2019

SUBJ: Change 2 to PDK 7110.65D – Standard Operating Procedure

1. PURPOSE. This change updates items in Appendices F, G, and H of PDK Order 7110.65D.

2. DISTRIBUTION. This change is distributed to DeKalb-Peachtree Air Traffic Control Tower (PDK ATCT).

3. EXPLANATION OF CHANGES.

a. Appendix J – Controller in Charge (CIC)

b. 1. – Added NOTE**: Only an FLM/ATM can approve/disapprove administrative leave/excused absence. (ex. Excused absence for blood donation, excused absence for traffic)**

4. DISPOSITION OF TRANSMITTAL. Retain with order until cancelled or superseded.

5. PAGE CONTROL CHART.

PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
Appendix J	May 16, 2018	Appendix J	June 16, 2019

Cortney B. Goes
Air Traffic Manager (A)
DeKalb-Peachtree ATCT

RECORD OF CHANGES

DOCUMENT NO. **PDK 7110.65D Change 2**

CHANGE TO BASIC	SUPPLEMENTS			OPTIONAL	CHANGE TO BASIC	SUPPLEMENTS			OPTIONAL
	MM	DD	YY			MM	DD	YY	
1	05	16	2018	Replace Appendices C, G, H, I and J					
2	06	16	2019	Add Note to Appendix J par. b. 1.					

FAA Form 6000-25 (10/12) Electronic Adobe Version

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CHAPTER 1. INTRODUCTION

SECTION 1. GENERAL

1-1-1. PURPOSE. This order establishes Standard Operating Procedures (SOP) for DeKalb-Peachtree Air Traffic Control Tower.

1-1-2. AUDIENCE. This order applies to operational personnel at DeKalb-Peachtree Airport Traffic Control Tower (PDK ATCT).

1-1-3. WHERE TO FIND THIS ORDER. This order is available in the facility order binder and the Federal Directive Repository at https://loa.faa.gov.

1-1-4. **WHAT THIS ORDER CANCELS**. This order cancels PDK Order 7110.65C.

1-1-5. EXPLANATION OF CHANGES. Changes to this order are in accordance to current operating standards at DeKalb-Peachtree Airport Traffic Control Tower and FAA 7110.65. Changes reflect issues regarding national changes in Braking Action phraseology, the addition of parallel runway operation traffic advisories, tower staffing requirements and issues regarding recent tower cab redesign.

CHAPTER 2. GENERAL CONTROL

SECTION 1. GENERAL

2-1-1. ATC SERVICES (AREA OF RESPONSIBILITY)

a. Atlanta TRACON (A80) is authorized use of the DeKalb-Peachtree Tower (PDK) Class D Surface Area at 3,000 MSL and above. All aircraft operating within PDK Class D Surface Area at 3,000 MSL and above must display Mode C information unless otherwise coordinated with PDK **as described in the A80 and PDKLOA.**

b. DeKalb-Peachtree Tower is authorized to provide arrival and departure separation services at 2,999 MSL and below within the DeKalb-Peachtree Airport Class D Surface Area during PDK's operational hours in accordance with FAA 7110.65 **as described in the A80 and PDKLOA.**

2-1-10. NAVAID MONITORING

a. The Front Line Manager (FLM)/ Controller-In-Charge (CIC) must check the Localizer (LOC) monitor panel during the AM and PM Watch Checklist. (***The Glideslope is unmonitored continuously. The LOC is unmonitored when the Tower is closed.)***

b. The FLM/CIC must notify A80 TRACON and Maintenance of any outages.

2-1-17. RADIO COMMUNICATIONS

a. TOWER FREQUENCIES

	VHF	UHF
LC1	120.9	281.5
LC2	127.2	- - - -
GC	121.6	- - - -
CD	125.2	- - - -
ATIS	128.4	- - - -
EMERGENCY	- - - -	243.0 (Monitored by LC1)

b. TRACON FREQUENCIES

Departure/Arrivals	126.97	239.275
West Departure	121.0	268.7

2-1-23. TRANSFER OF POSITION RESPONSIBILITY

a. The transfer of position responsibility must be accomplished using procedures/checklists given in FAA 7110.65 and “APPENDIX A. STANDARD OPERATING PROCEDURES (SOP) FOR THE TRANSFER OF POSITION RESPONSIBILITY” of this Order.

1. The tower cab positions having position relief briefing checklists are as follows:

Flight Data	(FD)
Clearance Delivery	(CD)
Ground Control	(GC)
Local Control One	(LC1)
Local Control Two	(LC2)
Cab Coordinator	(CC)
Controller-In-Charge	(CIC)

b. The “Brief” button must be selected during the briefing and the briefing must be conducted verbally. Written aids shall be used (strips, notes, etc.) to enhance forwarding of information to the relieving specialist. Each item in the position checklist must be covered unless the relieving specialist acknowledges having already obtained such information (such as from monitoring or from other position relief briefings).

c. GC, LC1, and LC2 are considered Critically Dependent Positions. When any two Critically Dependent Positions are staffed:

1. Multiple Critically Dependent Positions shall not undergo Position Relief Briefings at the same time.
2. When at least two Critically Dependent Positions are staffed, there must be a minimum of two minutes between the ending of the prior position’s relief briefing and the beginning of the next.

d. Controllers being relieved from GC, LC1, LC2, and/or CC must continue to monitor the position for an overlap period as prescribed by Appendix A of this order.

e. When OJT is occurring on any position that is preparing to undergo a Transfer of Position Responsibility:
1. The Developmental/CPC-IT shall brief the OJTI and unplug.
2. The relieving CPC will plug in and the OJTI will conduct the relief briefing.

f. When OJT is going to occur on a position not currently being worked by the OJTI:
1. The OJTI will plug in and receive a Position Relief briefing from the controller being relieved.
2. If the position requires an overlap for monitoring, both the OJTI and relieved controller must remain at that position until the overlap requirement has been met before the Developmental/CPC-IT shall plug in to receive a briefing from the OJTI.

g. Regularly Combined positions:

1. FD, CD, and GC are positions that are regularly combined.
2. LC1, LC2, and CC are positions that are regularly combined.
3. Controllers who have recently certified on Ground Control and have worked GC for fewer than 20 hours since certification must not work GC with any other positions combined.
4. Controllers who have recently certified on LC1/LC2 and have worked less than a total of 20 hours on LC1 and/or LC2 must not work LC1 combined with any position other than LC2, or work LC2 combined with any position other than LC1.

SECTION 3. FLIGHT PROGRESS STRIPS

2-3-1. GENERAL

Flight-progress strips shall be pre-printed, machine-generated, or manually prepared in accordance with FAA 7110.65 and “APPENDIX B, TERMINAL DATA ENTRIES AND CONTROL SYMBOLOGY” of this Order.

2-3-4. TERMINAL DATA ENTRIES

PDK ATCT flight-progress strip-marking entries and detailed procedures are located in “APPENDIX B, TERMINAL DATA ENTRIES AND CONTROL SYMBOLOGY” of this Order.

2-3-10. CONTROL SYMBOLOGY

Facility-specific control symbology for PDK ATCT is located in “APPENDIX B, TERMINAL DATA ENTRIES AND CONTROL SYMBOLOGY” of this Order.

SECTION 9. AUTOMATED TERMINAL INFORMATION SERVICE PROCEDURES

2-9-3. CONTENT

The format for PDK Tower ATIS content is provided in “Appendix C, PDK ATIS CONTENT” of this Order

SECTION 10. TEAM POSITION RESPONSIBILITIES

2-10-3. TOWER TEAM POSITION RESPONSIBILITIES

a. Tower Team Concept and Intent.

1. Tower team general responsibilities:

(a) Monitor the environment to maintain situational awareness. This includes, but is not limited to, equipment, traffic, and anticipated position workload.

(b) Provide assistance in a supportive manner to other positions as situations warrant. Advise other team members of operational situations that may require attention or immediate action.

(c) Follow appropriate guidelines and checklists for the transfer of position responsibility. References: FAA 7110.65 (SOP for Transfer of Position Responsibility), FAA 7210.3, PDK 7210.3 (checklists), “APPENDIX A, STANDARD OPERATING PROCEDURE (SOP) FOR THE TRANSFER OF POSITION RESPONSIBILITY” of this Order.

b. Terms.

The normal PDK ATCT Tower Team operational positions are given below. Additional positions (temporary, etc.) will be named and defined on an “as needed” basis. Specific operational and jurisdictional responsibilities for each position are given in the associated appendix (listed) of this Order.

APPENDIX D - FLIGHT DATA (FD)
APPENDIX E - CLEARANCE DELIVERY (CD)
APPENDIX F - GROUND CONTROL (GC)
APPENDIX G - LOCAL CONTROL--1 (LC1)
APPENDIX H - LOCAL CONTROL--2 (LC2)
APPENDIX I - CAB COORDINATOR (CC)
APPENDIX J - CONTROLLER-IN-CHARGE (CIC)

CHAPTER 3. AIRPORT TRAFFIC CONTROL—TERMINAL

SECTION 1. GENERAL

3-1-3. USE OF ACTIVE RUNWAYS

Air Traffic Control services and use of active runways at PDK Airport must be in accordance with national and local directives and "APPENDIX M, PDK PROCEDURES FOR INFORMAL RUNWAY USE PROGRAM" of this Order.

3-1-4. COORDINATION BETWEEN LOCAL AND GROUND CONTROLLERS

Facility-specific procedures for handling flight progress strips are given in:
APPENDIX L, FLIGHT PROGRESS STRIP-BOARD MANAGEMENT.

Note: *Detailed procedures and guidance on how to complete flight progress strips, etc., is given in APPENDIX B, PDK TERMINAL DATA ENTRIES AND CONTROL SYMBOLOGY.*

SECTION 5. RUNWAY SELECTION

3-5-1. SELECTION

The PDK Informal Runway Use Program establishes requirements and provides guidance for the use of runways for noise abatement at DeKalb-Peachtree Airport.

a. The area surrounding DeKalb-Peachtree is noise sensitive. Consistent with our mission to provide safe and efficient air traffic control service, it is our policy to support all reasonable efforts to reduce the impact of aviation noise.

b. Airport Management has requested that Runways 3L/3R are designated the noise abatement runways for departures and Runways 21L/21R for arrivals. It is understood that conditions such as delay/capacity problems, available approach-aids, weather and associated phenomenon may preclude using these runways at times.

c. This Order takes into consideration that a major cause of aircraft noise is associated with departures. The area immediately north of Runways 3L/3R is heavily industrialized where all other areas surrounding the airport are residential.

d. The Front Line Manager/Controller-In-Charge is responsible for assuring that safety and operational requirements are satisfied when assigning runways in accordance with this Order.

e. The guidelines of this Order and FAAO 7110.65 Chapter 3 Section 5 must be used when making active runway selections. Reference FAA 8400.9 for additional information. Maximum runway selection crosswind and tailwind components and designated run-up areas are found in “APPENDIX M. PDK PROCEDURES FOR INFORMAL RUNWAY USE PROGRAM” of this Order.

CHAPTER 5. RADAR

SECTION 3. RADAR IDENTIFICATION

5-3-2. PRIMARY RADAR IDENTIFICATION METHODS

“APPENDIX O, PRIMARY RADAR IDENTIFICATION METHOD” of this Order describes visual reporting points used for radar identification as required per FAA 7110.65.

APPENDIX A
STANDARD OPERATING PROCEDURES (SOP) for the TRANSFER OF POSITION RESPONSIBILITY

a. Duty Familiarization. All control tower personnel must read and acknowledge reading “Pre-Duty” briefing material in the “Briefing Items” section of CEDAR at the beginning of each shift prior to assuming a control position.

b. Transfer of Position Responsibility.

1. All positions must use the Position Relief Checklist when transferring control responsibility. Checklists are contained in this appendix and must be placed at each position in the tower. All items on the checklist must be verbally briefed.

2. Before assuming the position, the relieving controller shall review the Status Information Area (SIA), the ASOS/ATIS, and observe the tower cab environment. All relief briefings must be performed at the position being relieved and on the recorded line by depressing the Relief Briefing button.

3. The FLM and/or CIC will sign the relieving controller on the position using Cru-Art, FAA Form 7230-10 or both (as applicable). To alleviate the workload and assist in reducing distractions in the tower caused by position rotations, the relieved controller may elect to update Cru-Art, FAA Form 7230-10, or both if applicable.

4. Both controllers share equal responsibility for the completeness and accuracy of the position relief briefing. When the Transfer of Position Responsibility has taken place for LC1/LC2, GC, or CC, the controller being relieved must monitor the position for a minimum of two minutes after completion of the position relief briefing to ensure a complete and thorough transfer of control. At the conclusion of the two-minute overlap period, the controller being relieved must select the Relief Briefing button and verbally state on the recorded line, “Two-minute overlap complete” followed by his/her operating initials.

5. Listed below are the positions and their applicable position checklists:

(a) FLIGHT DATA (FD) & CLEARANCE DELIVERY (CD):

(1) SIA Status (Up to date, needs updating [brief needed items], etc.)
(2) Weather Trends (VFR, MVFR, IFR, winds, etc.)
(3) Tower Staffing / Training-In-Progress
(4) Runway Configuration and Approach-In-Use
(5) Flow Control (Ground Stops, Ground Delay Programs, APREQ’s)
(6) Traffic and Communication Status of All Known Aircraft
(7) Special Operations / Restrictions (Flight Check, runway/taxiway closures, PAEW, etc.)
(8) Prior Coordination / Approvals
(9) ATIS and Hourly Traffic Count Status

(b) GROUND CONTROL (GC):

(1) SIA Status (Up to date, needs updating [brief needed items], etc.)
(2) Weather Trends (VFR, MVFR, IFR, winds, etc.)
(3) Tower Staffing / Training-In-Progress
(4) Runway Configuration and Approach-In-Use
(5) Traffic and Communication Status of All Known Aircraft & Vehicles
(6) Special Operations / Restrictions (Flight Check, runway/taxiway closures, PAEW, etc.)
(7) Point-Outs, Prior Coordination / Approvals

(c) LOCAL CONTROL - 1 (LC1):

(1) SIA Status (Up to date, needs updating [brief needed items], etc.)
(2) Weather Trends (VFR, MVFR, IFR, winds, etc.)
(3) Tower Staffing / Training-In-Progress
(4) Runway Configuration and Approach-In-Use
(5) Traffic and Communication Status of All Known Aircraft
(6) Special Operations / Restrictions (Flight Check, runway/taxiway closures, radar outages, etc.)
(7) Point-Outs, Primary Targets, Prior Coordination / Approvals

(d) LOCAL CONTROL - 2 (LC2):

(1) SIA Status (Up to date, needs updating [brief needed items], etc.)
(2) Weather Trends (VFR, MVFR, IFR, winds, etc.)
(3) Tower Staffing / Training-In-Progress
(4) Runway Configuration and Approach-In-Use
(5) Traffic and Communication Status of All Known Aircraft
(6) Special Operations / Restrictions (Flight Check, runway/taxiway closures, radar outages, etc.)
(7) Point-Outs, Primary Targets, Prior Coordination / Approvals

(e) CAB COORDINATOR (CC):

(1) SIA Status (Up to date, needs updating [brief needed items], etc.)
(2) Weather Trends (VFR, MVFR, IFR, winds, etc.)
(3) Tower Staffing / Training-In-Progress
(4) Runway Configuration and Approach-In-Use
(5) Traffic and Communication Status of All Known Aircraft
(6) Special Operations / Restrictions (Flight Check, runway/taxiway closures, radar outages, etc.)
(7) Point-Outs, Primary Targets, Prior Coordination / Approvals

(f). FLM/CIC

(1) SIA Status (Up to date, needs updating [brief needed items], etc.)
(2) Weather Trends (VFR, MVFR, IFR, winds, etc.)
(3) Tower Staffing / Training-In-Progress
(4) Runway Configuration and Approach-In-Use
(5) Security (Facility security checks, National Alert Level, etc.)
(6) Special Operations / Restrictions (Flight Check, runway/taxiway closures, radar outages, etc.)

APPENDIX B
PDK TERMINAL DATA ENTRIES AND CONTROL SYMBOLOGY

a. Arrivals.

1. Individual half-strips shall be used for VFR and IFR aircraft. Information for multiple VFR helicopters may be combined on one half-strip. Pre-printed, machine-generated, or manually prepared strips shall be used and must conform to strip marking prescribed in FAA 7110.65 and this order.

2. PDK ATCT authorized strip-marking symbols are as follows:

(a) IFR and VFR APPROACHES

Symbol		**Meaning**
ACFT ID	Box 1	Aircraft Identification
TYPE	Box 2	Aircraft Type
VA	Box 3	Visual Approach
ILS	Box 3	ILS Approach
VOR	Box 3	VOR Approach
GPS	Box 3	GPS Approach
LOC	Box 3	Localizer Approach
Note: *Indicate runway number when other than advertised runway*		
MA	Box 4	Missed Approach (followed by assigned heading & altitude)
ETA	Box 5	Four digit ETA
TYPE OF FLT	Box 6	IFR or VFR

(b) VFR AIRCRAFT

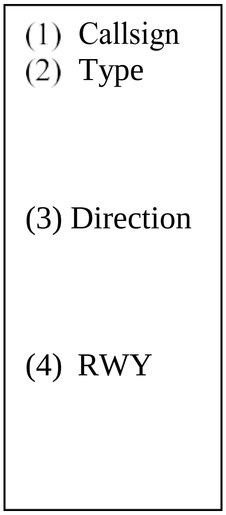
Item	**Meaning**
Item 1	Aircraft Identification
Item 2	Aircraft Type & Direction
(8-point Cardinal/Inter-cardinal Compass direction)	
Item 3	Altitude *(Optional)*
Item 3	FSTB - Full Stop Taxi Back
Note: *GOLF TEE inserted in the half-strip holder indicates closed traffic pattern.*	
Item 4	Landing Runway other than advertised runway

(c) HELICOPTERS

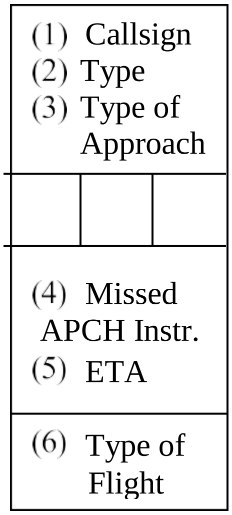
Item	**Meaning**
Item 1	Aircraft Identification
Item 2	Direction/Transition *(8-point Cardinal/Intercardinal Compass direction)*
Note: See PDK TOWER SVFR Helicopter LOA for authorized routes.	
Box 3	Altitude *(Optional)*

(d) FORMAT:

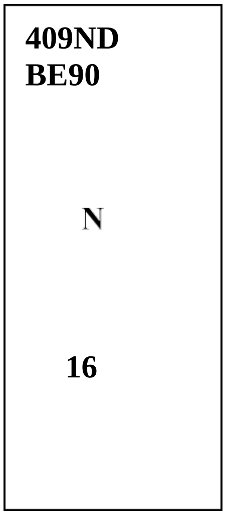
VFR



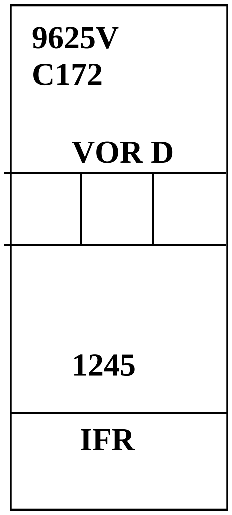
IFR



(e) EXAMPLES:

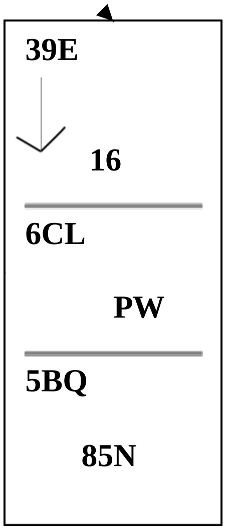


VFR inbound from
the North landing
RWY 16
(other than advertised
Runway)

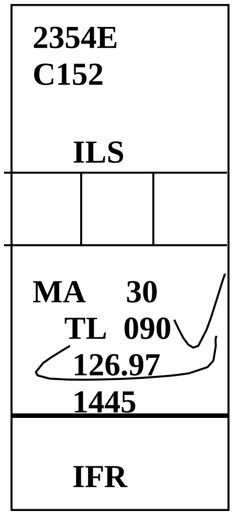


IFR on a VOR
Approach, full stop
landing

(f) EXAMPLES Cont.



- VFR Helicopter Inbound to land #'s of 16
- VFR Helicopter Transitioning Perimeter West
- VFR Helicopter 85N Transition



- IFR practice instrument Low Approach, has missed approach instructions

b. Departures.

1. Half-strips shall be used for VFR aircraft. Full-strips must be used for all IFR and SVFR aircraft. Information for multiple VFR helicopters may be combined on one half-strip. Pre-printed, machine-generated, or manually prepared strips shall be used and must conform to strip marking prescribed in FAA 7110.65 and this order.

2. Approved intersection departures are as follows:
(*Per PDK Airport Management for Noise Abatement)*

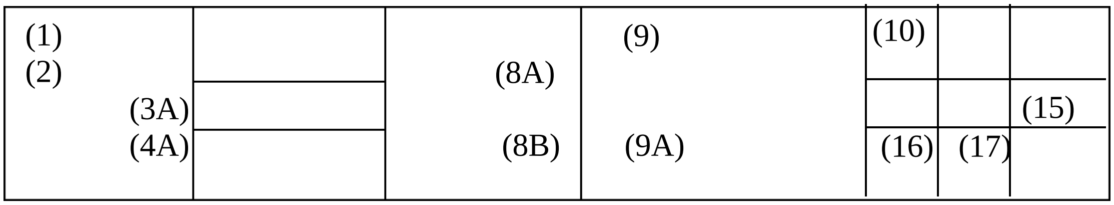
(a) "/C" (Runway 34 @ C)
(b) "3R/F or 3L/F" (Runway 3R @ F or Runway 3L @F)
(c) "G" (Runway 21L @ G)
(d) "J" (Runway 21L @ J)
(e) "D" (Runway 21R @ D)

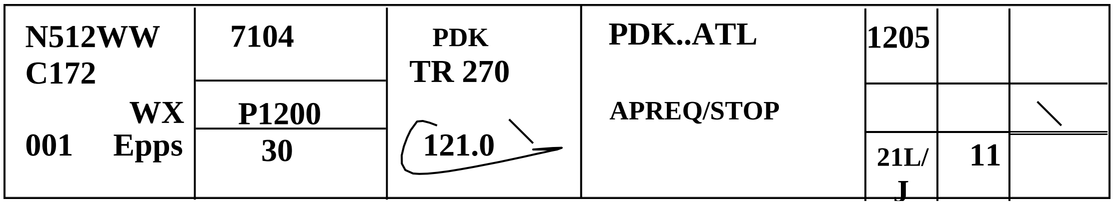
3. PDK ATCT authorizes strip-marking symbols are as follows(except Helicopter)

(a) IFR AIRCRAFT

Box	**Meaning**
Box 1	Aircraft Identification
Box 2	Aircraft Type
Box 3A	ATIS Code - Letter
Box 3A	WX - Current weather issued
Box 4A	Parking Location on the Airport (Optional)
Box 8A	Assigned Heading (Circled Heading indicates A80's control for turns)
Box 8B	Assigned Frequency other than standard (check mark when issued)
Box 9	Route of Flight
Box 9A	Required Coordination - APREQ or GND STOP or EDCT
Box 10	Four-digit time of release request from ATL APCH.
Box 15	Clearance Issued
Box 16	Runway Assignment - Example: 3L
Box 16	Intersection Departure - Example: 3L/F
Box 17	Departure Control Release Time – Example: Four-Digit or Two-Digit minute for same hour as time in box 10, or a check mark to indicate release same as box 10.

(b). IFR DEPARTURE STRIP FORMAT:





IFR departure example

(c) VFR DEPARTURE STRIP EXAMPLES:

Item	**Meaning**
Item 1	Aircraft Identification
Item 2	Aircraft Type
Item 3	Direction: 8-point Cardinal/Intercardinal Compass direction
Item 3	***Altitude (Optional) – Aircraft holding/Photo Mission***
Item 3	FSTB- Full Stop Taxi Back
Item 4	Intersection Departure or Requested Runway- Example: 16 / H
Item 4	Request Flight Following

Note: *GOLF TEE inserted in the half-strip holder indicates closed traffic pattern.*

610GG
C501
N
R

Assigned RY 3R
North bound

73924
C172
NE
34
D

Assigned RY 34 on Delta
(Other than active RY
and Northeast bound)

512WW
C172
NW
J

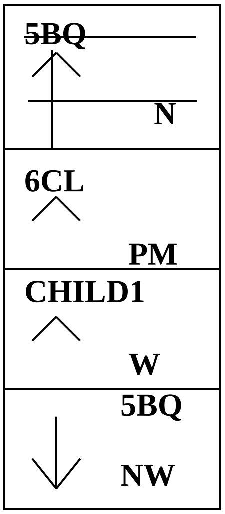
Assigned RY 21L
at TY Juliet

409ND
BE90
N
FF

Aircraft requesting
VFR Flight Following
to the North

(d). HELICOPTER EXAMPLES:

Box	**Meaning**
Box 1	Aircraft Identification
Box 2	Direction/Transition: One/Two-Letter 8-point Cardinal/Intercardinal Compass direction or See PDK TOWER SVFR Helicopter LOA for authorized routes.
Box 3	***Altitude/Arrival or Departure Point Optional***



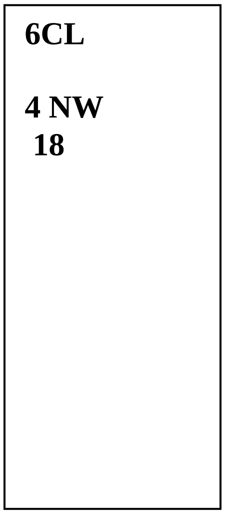
Helicopter 5BQ, North departure
Reported clear of the airspace

Helicopter 6CL, Piedmont departure.

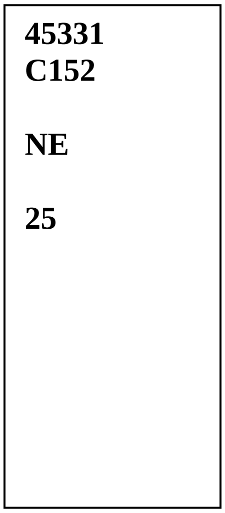
Children's One, west departure.

Helicopter 5BQ, Inbound PDK
from the NW

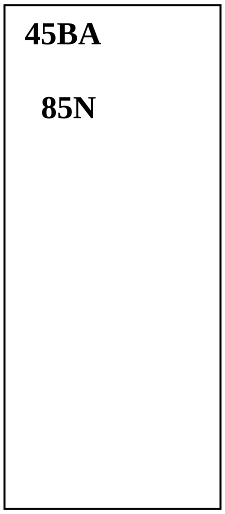
c. Transition Examples.



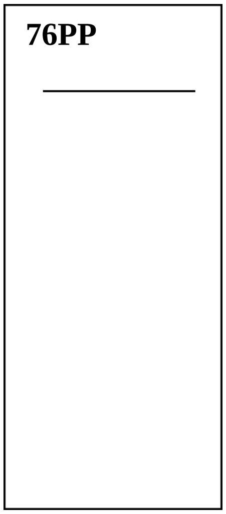
VFR Helicopter
Holding 4NW at
1800 MSL



Northeast bound
at 2500 MSL



VFR Helicopter
85N Transition



VFR Helicopter
West to East
Transition

d. Special VFR (SVFR): Non-LOA Aircraft and PDK LOA Helicopters:

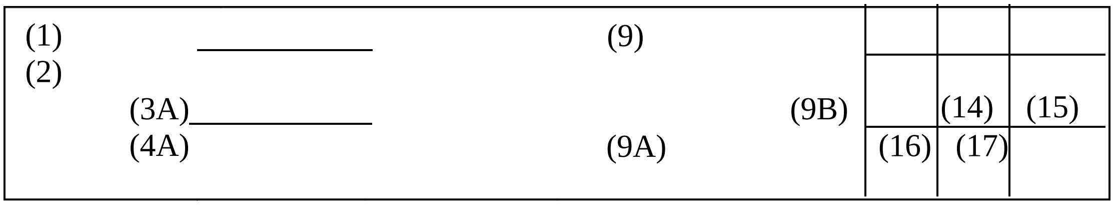
1. Full strips must be used for all aircraft. (***Note:*** Once SVFR operation is complete, place the strip in the retention bay [third slot from the right, marked SVFR] at the LC1 position. These are to be included in the hourly traffic count). Either machine-generated or manually prepared strips shall be used. More than one operation for the same aircraft performing local operations may be combined on one strip and counted using tally or 'tick' marks to reduce board clutter. Manually prepared strips must conform to strip marking prescribed in FAA 7110.65 and as follows:

Box	**Meaning**
Box 1	Aircraft Identification
Box 2	Aircraft Type
Box 3A	ATIS Code - Letter
Box 3A	WX - Current weather issued
Box 3A	Check Mark – "Pilot has 'Numbers"
Box 4A	Parking Location on the Airport *(Optional)*
Box 9	Route / Direction of flight

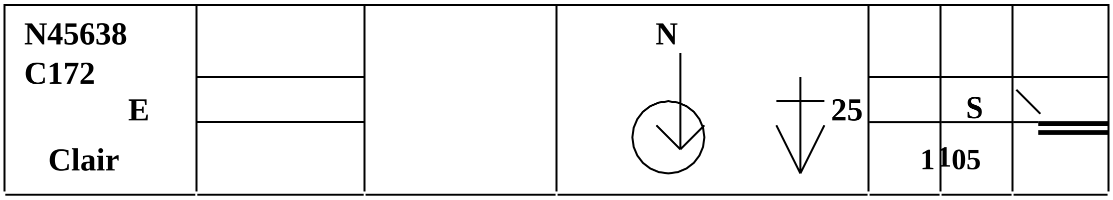
*(**Note:** Route-of-flight for PDK helicopters found in SVFR Helicopter Operations LOA)*

Box 9A	Remarks (i.e. one teardrop or touch-and-go shall be recorded by entering two "tick" marks for each operation.)
Box 9B	Altitude Restriction
Box 14	Annotate an "S" to indicate Special VFR Operation
Box 15	A check mark to indicate Clearance Issued
Box 16	Runway Assignment - Example: 21R
Box 16	Departures: Runway Number – Example: 34 (include letter /runway number for an Intersection Departure - Example: 21L/J)
Box 17	Time the SVFR aircraft departs – Example Four-Digit or Two-Digit minute.

(a). SVFR FORMAT:

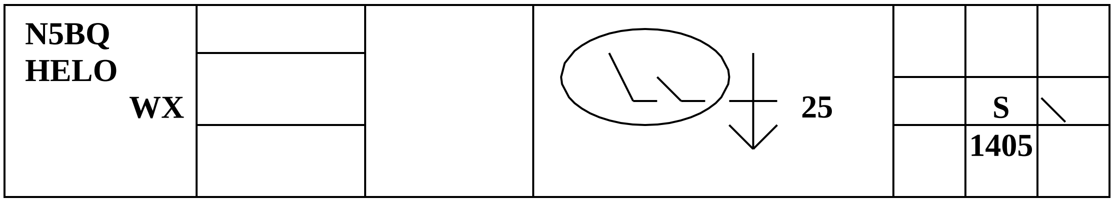


(b). SVFR EXAMPLE:



SVFR Inbound from the North, Altitude restriction at or below 2500 MSL.

(c). SVFR LOCAL OPERATION EXAMPLE:



SVFR Helicopter or Fixed Wing aircraft remaining in the Class D airspace at or below 2500 MSL. One teardrop pattern or one option has been completed (recorded as two “tick” marks in (9A) for one arrival and one departure.

Note: *For altitude restrictions on PDK LOA helicopters refer to SVFR Helicopter Operations LOA.*

APPENDIX C
PDK ATIS CONTENT

Note: Reference FAA 7110.65. *Bold print phraseology and weather sequence are minimum required information.*

DEKALB-PEACHTREE TOWER INFORMATION (ATIS code letter).

a. (UTC 4-digit time of WX sequence) **ZULU**.

b. (Weather: wind, visibility, sky condition, temp/dew point, altimeter).

c. (Type of approach) **RUNWAY** (Rwy#)

APPROACH(S) IN USE.

d. LANDING RUNWAY(S) (Rwy#(s)).
(Include for visual approach or if different from instrument approach runway)

e. DEPARTING RUNWAY(S) (Rwy#(s)).
(If different from landing Rwy(s))

f. NOTICE(S) TO AIRMEN: (NOTAMs affecting PDK surface area including any Runway Condition Codes reported as less than 6).

g. HAZARDOUS WEATHER INFORMATION FOR ATLANTA AREA AVAILABLE ON HIWAS OR FLIGHT SERVICE.
(Include PIREPS that affect PDK surface area)

h. BRAKING ACTION ADVISORIES IN EFFECT.
(For braking action reports using the terms “medium,” “poor,” or “nil”)

i. **IFR CLEARANCE AVAILABLE ON FREQUENCY** (freq.).

(1) Runway 21L/21R Operation

- ARRIVALS FROM THE EAST AND RUNWAY 21L DEPARTURES CONTACT TOWER 120.9.
- ARRIVALS FROM THE WEST AND RUNWAY 21R DEPARTURES CONTACT TOWER 127.2.

(2) Runway 3R/3L Operation

- ARRIVALS FROM THE EAST CONTACT TOWER 120.9.
- ARRIVALS FROM THE WEST CONTACT TOWER 127.2.

- ALL DEPARTURES CONTACT TOWER ON 127.2.

j. BIRDS REPORTED IN THE VICINITY OF DEKALB-PEACHTREE AIRPORT.

k. GATE HOLD PROCEDURES IN EFFECT. ALL IFR AIRCRAFT CONTACT (CD/GC) ON (freq) FOR ENGINE START TIME.

l. **READ BACK ALL RUNWAY HOLD-SHORT INSTRUCTIONS.**

m. **ADVISE GROUND CONTROL IF IFR OR VFR FOR TAXI.**

n. LOW LEVEL WINDSHEAR ADVISORIES IN EFFECT.

o. **ADVISE ON INITIAL CONTACT YOU HAVE** (ATIS code letter).

APPENDIX D
FLIGHT DATA (FD)

Flight Data (FD) position operational responsibilities.

a. Operate interphones (and tower cab equipment).

b. Process and forward flight plan information, miscellaneous flight data information and Field Condition Reports (FCRs) per FAA 7110.65, PDK Orders and LOAs.

1. Disseminate any resulting NOTAM information (note source) to appropriate FLM/CIC, ATCS, A80, ATL ARTCC, and/or ARPT MGR via appropriate methods.

2. Update the Status Information Area (SIA) board located at the FD/CD position as necessary and as prescribed in PDK 7210.3.

3. Process and disseminate flight plan information per FAA 7110.65, LOA's and APPENDIX B - PDK TERMINAL DATA ENTRIES AND CONTROL SYMBOLOGY of this Order.

4. Receive and disseminate departure flight plan strips from Flight Data Input/Output (FDIO) to CD or GC/CD. Offset proposed departure strips in the CD or GC strip bay to alert the CD/GC of new strip.

5. Receive and disseminate arrival strips from FDIO to the appropriate LC strip board. Place arrival strip in upper right hand corner of the appropriate LC strip board. Remove any duplicate aircraft call signs from the strip board.

6. Manually prepare and amend flight plan strips from information received as necessary. Handwritten strips must conform to strip-marking procedures in local directives and FAAO 7110.65.

7. Post Departure Delay Information at CD position.

8. All aircraft destined ATL must be APREQ with A80. Advise the pilot to call either FD/CD or GC ten minutes prior to their taxi for coordination with A80 and write "*APREQ*" in box 9A of the flight progress strip. Once approved, write the information relayed per FAA 7110.65.

c. Compile statistical data. Tabulate hourly traffic count using PDK form 7210-2 then reset counter. Ensure that SVFR strips in the retention bay [third slot from the left] between GC and LC1 are included in the hourly traffic count. After counting SVFR strips, place them in the center IFR strip retention bay at the LC1 position.

d. Assist tower cab in meeting situation objectives.
Assist in emergency situations as directed by FLM/CIC. Reference guidelines in the PDK Emergency Operations Plan Order, and PDK ATCT/PDK AIRPORT LOA.

e. Observe and report weather information.

1. Take and encode weather observations in accordance with National Directives, including Weather/Visibility requirements of FAA 7210.3 and FAAH 7900.3.

2. Upon request, disseminate weather to A80 via FDIO, landline, or commercial telephone (prioritized order).

3. Prepare and record ATIS. The ATIS should be monitored for accuracy prior to transmission, preferably by a FLM/CIC if available.

(a) Ensure transmit light is on only when ATIS is to be broadcast.

(b) Include operationally significant information in ATIS. This includes gate holds and bird/wind shear advisories. Note the start of occurrence for calculating required announcement time intervals.

4. Verbally notify tower positions of new ATIS code, update SIA, and notify A80 of new code via FDIO GI message.

Flight Data (FD) position jurisdictional boundaries.

No jurisdictional boundaries have been delegated to the Flight Data position.

APPENDIX E
CLEARANCE DELIVERY (CD)

Clearance Delivery (CD) position operational responsibilities.

a. Receive, formulate, issue, and ensure accurate read back of clearances/instructions. Follow guidelines in FAA 7110.65, PDK Orders and LOAs.

> **1.** Review new strips received from FDIO and other positions for content accuracy. Make corrections as necessary.
>
> **2.** Manually prepare flight progress strips for IFR aircraft if machine generated strips are not available. Handwritten strips must conform to strip marking procedures in local directives and FAA 7110.65.

b. Issue Clearance Void Times for clearances issued after 9:00 pm local, or as situation warrants, regardless of proposal time. Clearance void time must be for a time prior to tower closing to avoid existence of pending clearances active outside of tower operational hours.

c. Process flight progress strips.

> **1.** Appropriately mark flight progress strips reflecting issued clearances/corrections in accordance with national and local directives.
>
> **2.** Forward pertinent air traffic information (e.g. corrections, operational requests) to affected pilots and other tower positions. Record information issued to pilot (e.g. gate hold EFC times, weather, "numbers" or ATIS code, etc.) on the flight progress strip. Handwritten entries must conform to procedures in local directives and FAA 7110.65.

d. Operate tower cab equipment.

e. Assist in emergency situations as directed by FLM/CIC, and by local and national directives.

Clearance Delivery (CD) position jurisdictional boundaries.

No jurisdictional boundaries have been delegated to the Clearance Delivery position.

APPENDIX F
GROUND CONTROL (GC)

Ground Control (GC) Primary Operational Responsibilities.

a. Type of Flight. Determine if aircraft is IFR or VFR and use appropriate flightstrip.

b. Ensure separation. Instruct aircraft to hold short of active runways until crossing can be coordinated and ensure correct read back. Protect intersections applicable (along taxiways B and D near Runway 34/16, and taxiway A near Runway 3L/21R) to allow aircraft to clear the landing runway.

c. Initiate control instructions. Scan the movement areas and project traffic situations to determine potential conflicts. Continually develop plans providing for orderly movement of aircraft/vehicle traffic to/from the ramps and safe, efficient sequences for departure aircraft. Ground Control must:

1. Issue taxi instructions to/from the active runways that facilitate movement of aircraft and vehicles.

2. Advise departure aircraft to contact or monitor tower (Local Control will specify which) when number one at the assigned departure runway except when:

(a). When Runways 3L/R are active: Ground Control shall not request to cross the approach end of Runway 3L with a departure aircraft at any time.

(b). When Runways 21L/R are active: Ground Control shall not request to cross the approach end of Runway 21R with a departure aircraft at any time.

Note: *In regards to provisions* ***(a)*** *and* ***(b)*** *above, the crossing of the approach ends of the aforementioned runways shall be relegated solely to the Local Controller.*

d. Placement of Strips. Upon completion of the requirements of Ground Control, departures strips will be placed according to the Local Control configuration. Place the correct IFR strip for IFR departure aircraft at LC/CC position in a timely manner.

1. LC1 and LC2 combined: Two departure strip bays must be placed side-by side and labeled with appropriate runway operation between LC1 and GC.

2. LC1 and LC2 de-combined: One departure strip bay shall be placed at the LC2 position and another departure strip bay shall be placed between the LC1 and GC positions labeled with the appropriate runway operation.

3. All strips (VFR and IFR) must be placed in sequence in the appropriate departure strip bays when aircraft are ready for departure unless CC is staffed.

4. When the CC position is staffed, place IFR strips at CC with sequence showing first aircraft at bottom. When there is a mix of IFR and VFR traffic, place a blank half-strip on the appropriate LC1/2 outbound board to indicate an IFR aircraft is in the line-up for departure. VFR departure strips must continue to be placed in the appropriate departure strip bay as stated in (a) and (d) above.

e. Monitor and operate communications equipment. Monitor Clearance Delivery frequency when Clearance Delivery position is combined on Ground Control. Advise aircraft to change to Ground Control frequency for service.

f. Utilize tower radar display(s). Utilize tower radar display as a tool to determine arrival aircraft positions when coordinating with Local Control.

g. Coordination.

1. Approve requests from other positions in a timely manner if feasible. Approve/disapprove ground traffic requests, or other position requests, as appropriate.

2. Ground Control must verbally coordinate with Local Control (LC1 and LC2) via the landline for each of the following:

(a) All requests from GC to cross an active runway under the jurisdiction of LC1/LC2 for all ground movement aircraft, vehicles and pedestrians.
Note: *Subsequent coordination indicating the runway crossing operation has been completed must also be coordinated via the landline.*

(b) All requests to make a previously active runway inactive.

h. Scan tower cab environment. Scan both tower and airport surface. Maintain an awareness of potential problem areas (e.g. Intersections in close proximity to active runway(s), movement areas coordinated as temporarily active by either Local Control or Cab Coordinator, and aircraft holding between the active parallel runways).

i. Ensure strip marking is completed for instructions or clearances issued or received. Strip-marking procedures must be done in accordance with FAA 7110.65 and this Order.

j. Process and forward flight plan information. Issue required departure information, mark/amend flight-progress strips, and forward flight-progress strips to appropriate positions. Receive and forward information to pilots and other affected positions in a timely manner.

k. **Perform any functions of the Tower Team which will assist in meeting situation objectives.** Workload permitting and if Cab Coordinator qualified, assist LC in obtaining IFR departure releases when CC is not available, unless LC requests otherwise. Assist in emergency situations as directed by FLM/CIC, the PDK Emergency Operations Plan Order, and the PDK Tower/PDK Airport LOA. Additional services will be in accordance with applicable local/national directives and agreements.

l. **Ground Control (GC) Primary Jurisdictional Responsibilities.** Ground Control must provide Air Traffic Service on taxiways and other designated movement areas. Ground Control delegates the following areas of jurisdiction to LC1/LC2:

1. Always:

(**a.)** Runway 16/34 North of Taxiway Hotel

(b.) Runway 16/34 East of Runway 3R/21L

2. When Runways 3R/3L or 21L/21R are advertised, the portions of Taxiways Alpha, Bravo, Charlie, Delta, Foxtrot and Golf East of Runway 3L/21R.

Note: Graphical depictions of Jurisdictional Responsibilities can be found in Appendix K of this Order.

APPENDIX G
LOCAL CONTROL ONE (LC1)

Local Control One (LC1) position responsibilities.

a. Initiate Control Instructions. Receive and approve/disapprove requests from pilots and other operating positions within the LC1 jurisdictional boundary based upon current weather conditions and workload. Clearances, coordination and procedures will be done in accordance with FAA 7110.65, PDK Orders and PDK LOAs.

  1. Issue required departure and arrival information; mark/amend flight progress strips, and forward flight progress strips to appropriate positions.

  2. Receive and forward flight information to pilots and other affected positions in a timely manner. Include occurrence time of wind shear/bird advisory reports to calculate broadcast interval.

  3. Upon initial contact, the Local Controller must instruct all departure aircraft (number one at the active runway) to hold short of the active runway. This procedure may be omitted only if one of the following situations exists:

    a. The pilot states he/she is holding short of the active runway.

    b. An imminent takeoff- or crossing-clearance can immediately be issued to that aircraft.

b. Scan, Project, Plan and Act. LC1 continuously engages in a decision process which includes, but is not restricted to, the following processes:

  1. Scan the movement area(s) and tower cab environment. Notify other positions of observed imminent safety hazards they may not be aware of that affect their position.

  2. Project the traffic situation to determine potential conflicts.

  3. Develop a plan that will provide for a safe, efficient sequence of arrival and departure aircraft to and from the runways.

  4. Take action to accomplish desired objectives.

c. Scan the Airport Surface. LC1 maintains an awareness of potential movement problem areas.

1. Any area coordinated for use by GC or LC2.

2. Movement areas close to active runway(s).

3. Movement areas between the parallel runways.

d. Scan the Airspace. LC1 maintains an awareness of potential airspace problem areas:

1. Aircraft departing the parallel runways and requesting nonstandard turns.

2. Helicopter departures/arrivals and other airborne traffic.

3. Aircraft operating above Class D.

4. Aircraft operating low-level within the PDK Class D and arrival/departure aircraft.

5. Airspace coordinated for use by LC2.

6. Aircraft overflying Prohibited Airspace. (Centers for Diseases Control and Internal Revenue Service)

e. Duty Priorities: The primary purpose of the ATC system is to prevent a collision involving aircraft operating in the system**.** Establish duty priorities in accordance with FAA 7110.65 as follows:

1. Give first priority to separating aircraft operating in and around the PDK Class- D and issue safety alerts as required. Good judgment must be used in prioritizing all other provisions of this order based on the requirements of the situation at hand.

2. Sequencing and spacing of arrivals within the PDK Class D to accommodate departures.

Note: Departing and arriving helicopters will be given the same priority as fixed- wing aircraft.

3. Traffic advisories shall be issued to all aircraft arriving and/or departing during Simultaneous Same Direction (Parallel Runway) Operations at PDK.

(a) "Simultaneous Same Direction (Parallel Runway) Operations" are defined as:

1) Two or more aircraft simultaneously operating/projected to operate within the confines of the arrival and/or departure thresholds of the parallel runways.

2) Two or more aircraft simultaneously operating/projected to operate anywhere within the arrival and/or departure corridors of the parallel runways.

3) Two or more aircraft simultaneously on opposing base leg or dogleg turns to the final approach course to the parallel runway.

4) A situation where aircraft are operating on the final approach course to one runway while other aircraft are simultaneously turning base-leg/dog-leg to the final approach course for the parallel runway.

5) A situation when a departing aircraft is projected to overtake/be overtaken by another departing aircraft.

6) A situation where an aircraft on the final approach course for one runway is in proximity to, or is projected to overtake an aircraft operating on the final approach course for the parallel runway.

f. **Approve/Disapprove Vehicle and Pedestrian Requests.** Approve/disapprove airport security, runway/light-check, and/or emergency vehicles to proceed on or along an active runway. *(**Note:** Vehicles must be on appropriate Local Control frequency.)*

g. Coordination. Complete operational coordination with other positions following FAA 7110.65, PDK Orders and LOAs.

1. When applicable, LC1 must:

(a) Advise GC of aircraft entering the taxiway to clear the landing runway.

(b) Issue taxi instructions to the aircraft to ensure the aircraft will taxi clear of the landing runway.

2. Local Control must verbally coordinate with Ground Control via the landline for each of the following:

(a) All requests from GC to cross an active runway under the jurisdiction of LC1/LC2 for all ground movement aircraft, vehicles and pedestrians.

Note: *Subsequent coordination indicating the runway crossing operation has been completed must also be coordinated via the landline.*

(b) All requests to make a previously inactive runway active.

3. Local control shall notify GC of arrival/departure helicopter traffic to/from various non-movement areas about the airport surface. These notifications are advisory in nature and are not considered a required coordination.

Note: *Specific phraseology must be used when allowing helicopters to arrive/depart to/from non-movement areas in accordance with JO 7110.65.*

Example: *"N2AQ, arrival/departure to/from (location) will be at pilot's own risk. Use caution, non-movement area."*

Note: Do not use the term "cleared" when approving this type of operation to/from a non-movement area.

4. When LC1 and LC2 are de-combined:

(a) LC1 must initiate a verbal handoff with LC2 for aircraft that will transition from LC1's delegated airspace into LC2's delegated airspace.

(b) This coordination must be performed in a timely manner so as to allow LC2 the opportunity to approve/deny the handoff based upon his or her traffic situation.

(Note: LC2 may opt to either approve or deny the handoff, or take a point-out on the traffic based upon his or her traffic situation.)

(c) This coordination need not be performed on the landline.

h. **Coordinate with LC2.** When LC2 is operational (i.e. LC2 de-combined from LC1) and parallel runways are "active" LC1 must:

1. Coordinate released headings outside your jurisdictional boundaries from LC2 for IFR/SVFR aircraft in a timely manner.

2. Restrict all Runway 3R/21L departures to straight out or easterly turns unless coordinated with LC2.

3. Ensure that all arrival aircraft exiting between 3L/21R and 3R/21L have crossed Runway 3L/21R prior to contacting ground.

4. Advise LC2 when the potential exists for any simultaneous same direction operation prohibited by FAAO 7110.65 3-8-3.

***Note**: LC2 must ensure that simultaneous operations will not occur by adjusting their traffic. When the safe, orderly, and expeditious movement of aircraft may be enhanced, LC1 should assist LC2 in the avoidance of simultaneous operations.*

5. Be aware of LC2's traffic for the purpose of traffic issuance requirements.

i. **Monitor the Operation.** Consult the FLM/LC2/CIC when conditions favor a runway and/or approach-in-use change.

j. **Operate Equipment.** Operate tower cab equipment.

k. **Assist in Emergency Situations.** Assist in emergency situations as directed by FLM/CIC, PDK Emergency Operations Plan Order, and PDK TWR—PDK AIRPORT LOA.

l. **Provide Additional Services.** Provide additional services in accordance with standards prescribed in FAA 7110.65, PDK Orders and LOA's.

m. **Placement of Strips.** Once LC1 no longer has need of them, departure strips must be placed in the far left retention bay marked “IFR” at the LC1 position. SVFR strips must be placed in the center retention bay marked “SVFR” (so that they me be included in the hourly traffic count).

n. **Monitor the Departure Sequence.** If an IFR departure has not departed within 3 minutes after departure release was obtained, ensure that coordination occurs with A80 to either cancel, extend, or amend the release for that aircraft. If successive releases are authorized, the 3-minute window begins when the prior aircraft is airborne.

Local Control--1 (LC1) Position Jurisdictional Boundaries.

a. **Comply with Orders, LOAs and Directives.** LC1 must provide Air Traffic Control (ATC) service in accordance with applicable FAA Orders, handbooks and Letter of Agreements (LOAs). Orders and LOAs include FAA 7110.65, PDK 7110.65, PDK TWR/PDK AIRPORT Letter of Agreement; Jurisdictional Responsibilities of DeKalb-Peachtree Airport, and A80 / PDK ATCT Letter of Agreement.

b. **Provide Service.** LC1 must provide ATC service on the "active" runway(s), delegated movement areas, and PDK Class D Airspace within a 4.2 NM radius from DeKalb-Peachtree Airport from the surface up to and including 2999 MSL, as follows:

1. When LC1 is combined with LC2:

(a) LC1 provides service for the "active" runway(s) and any movement areas delegated to LC2.

(b) LC1/LC2 provides service for the PDK Class D airspace.

2. When LC1 and LC2 are de-combined:

(a) LC1 provides service for Runway 3R/21L.

(b) LC1 provides service for the PDK Class D Airspace from a line midway between, and parallel to Runways 3L/21R and 3R/21L. This line extends from NE to SW, and eastward out from the line, to the PDK Class D boundary.

Note: *The distance from centerline to centerline between Runways 3L/21R and 3R/21L is 500 feet. Depending on aircraft weight categories, wake turbulence separation or advisories shall apply to aircraft operating on both runways (Reference: JO 7110.65 2-1-19, 3-8-3, 3-9-6, 7-6-7, etc).* ***LC1’s traffic takes priority. LC2 must be aware of LC1’s traffic and plan accordingly to accommodate.***

3. Regardless of whether LC1 and LC2 are combined and/or de-combined:

(a) LC1 has control of Runway 16/34 East of Runway 3R.

(b) When Runways 3L/3R or 21L/21R are advertised, LC1 has control of the portions of Taxiways Alpha, Bravo, Charlie, Delta, Foxtrot and Golf East of Runway 3L/21R

APPENDIX H
LOCAL CONTROL TWO (LC2)

Local Control Two (LC2) position responsibilities.

a. Initiate Control Instructions. Receive and approve/disapprove requests from pilots and other operating positions within the LC2 jurisdictional boundary based upon current traffic situations. Clearances, coordination and procedures will be accomplished in accordance with FAA 7110.65, PDK Orders and PDK LOAs.

- **1.** Issue required departure and arrival information; mark/amend flight progress strips, and forward flight progress strips to appropriate positions.

- **2.** Receive and forward flight information to pilots and other affected positions in a timely manner. Include occurrence time of wind shear/bird advisory reports to calculate broadcast interval.

- **3.** Upon initial contact, the Local Controller must instruct all departure aircraft (number one at the active runway) to hold short of the active runway. This procedure may be omitted only if one of the following situations exists:

    - **a.** The pilot states he/she is holding short of the active runway.

    - **b.** An imminent takeoff- or crossing-clearance can immediately be issued to that aircraft.

b. Scan, Project, Plan and Act. LC2 continuously engages in a decision process which includes, but is not restricted to, the following processes:

- a. Scan the movement area(s) and tower cab environment. Notify other positions of observed imminent safety hazards they may not be aware of that affect their position.

- b. Project the traffic situation to determine potential conflicts.

- c. Develop a plan that will provide for a safe, efficient sequence of arrival and departure aircraft to and from the runways.

- d. Take action to accomplish desired objectives.

c. Scan the Airport Surface. LC2 maintains an awareness of potential movement problem areas.

- a. Any area coordinated for use by GC or LC1.

- b. Movement areas close to active runway(s).

- c. Movement areas between the parallel runways.

d. Scan the Airspace. LC2 maintains an awareness of potential airspace problem areas:

- a. Aircraft departing the parallel runways and requesting nonstandard turns.
- b. Helicopter departures/arrivals and other airborne traffic.
- c. Aircraft operating above Class D.
- d. Aircraft operating low-level within the PDK Class D and arrival/departure aircraft.
- e. Airspace coordinated for use by LC1.

e. Duty Priorities. Establish duty priorities in accordance with FAA 7110.65 as follows:

- a. Separating aircraft and issuance of safety alerts.
- b. Sequencing and spacing of arrivals within the PDK Class D to accommodate departures.

Note: *Departing and arriving helicopters will be given the same priority as fixed- wing aircraft.*

- c. Traffic advisories and approval/disapproval of operational requests (e.g. transitions) are based upon controller workload, notwithstanding the provisions listed below:

i. Issuance of traffic advisories during Simultaneous Parallel Runway Operations.

1. When conducting simultaneous parallel runway operations to Runways 3L/R or Runways 21L/R, traffic shall be issued to all aircraft involved.

ii. "*Simultaneous Parallel Runway Operations*" are defined as:

1. A situation where multiple aircraft operate, or are projected to operate simultaneously within the confines of the arrival and departure thresholds of the parallel runways.
2. A situation where multiple aircraft operate, or are projected to operate simultaneously within the common departure corridor of the parallel runways.

3. A situation where multiple aircraft operate, or are projected to operate simultaneously within the common final approach corridor of the parallel runways.

4. A situation where multiple aircraft are on, or projected to be on simultaneous opposing base-legs or simultaneous opposing base-leg turns to the final approach courses to the parallel runways.

5. A situation where aircraft are operating along the final approach course to one runway while additional aircraft are simultaneously turning base-leg for the parallel runway.

6. A situation where an aircraft is projected to overtake another aircraft operating on the parallel final approach course to the parallel runway.

f. Approve/Disapprove Vehicle and Pedestrian Requests. Approve/disapprove airport security, runway/light-check, and/or emergency vehicles to proceed on or along an active runway. (***Note:*** *Vehicles must be on the appropriate Local Control frequency*.)

g. Coordination. Complete operational coordination with other positions following FAA 7110.65, PDK Orders and LOAs.

a. When applicable, LC2 must:

   i. Advise GC of aircraft entering the taxiway to clear the landing runway.

   ii. Issue taxi instructions to the aircraft to ensure the aircraft will taxi clear of the landing runway.

b. Local Control 2 must verbally coordinate with Ground Control via the landline for each of the following:

   i. All requests from GC or LC1 to cross an active runway under the jurisdiction of LC2 for all ground movement aircraft, vehicles and pedestrians.

   Note: *Subsequent coordination indicating the runway crossing operation has been completed must also be coordinated via the landline.*

   ii. All requests to make a previously inactive runway active.

c. Local Control 2 should notify GC of arrival/departure helicopter traffic to/from various non-movement areas about the airport surface. These notifications are advisory in nature and are not considered a required coordination.

Note: *Specific phraseology must be used when allowing helicopters to arrive/depart to/from non-movement areas in accordance with JO 7110.65.*

> ***Example:*** *"N2AQ, arrival/departure to/from (location) will be at pilot's own risk. Use caution, non-movement area."*
>
> ***Note: Do not use the term "cleared" when approving this type of operation to/from a non-movement area.***

d. When LC1 and LC2 are de-combined:

- i. LC2 must initiate a verbal handoff with LC1 for aircraft that will transition from LC2's delegated airspace into LC1's delegated airspace.
- ii. This coordination must be performed in a timely manner so as to allow LC1 the opportunity to approve/deny the handoff based upon his or her traffic situation.

> ***Note:*** *LC1 may opt to either approve or deny the handoff, or take a point-out on the traffic based upon his or her traffic situation.*

- iii. This coordination need not be performed on the landline.

h. Coordinate with LC1. When LC1and LC2 are de-combined and Runways 3R/3L or 21L/21R are advertised LC2 must:

a. Coordinate released headings outside your jurisdictional boundaries from LC1 for IFR/SVFR aircraft in a timely manner.

b. Restrict all Runway 3L/21R departures to straight out or westerly turns unless otherwise coordinated with LC1.

c. Ensure that all arrival aircraft have crossed Runway 3L/21R prior to frequency change.

d. Ensure that simultaneous same direction operations prohibited in FAAO 7110.65 3-8-3 do not occur by adjusting traffic as appropriate.
Note*: Advise LC1 when the potential for such a simultaneous operation exists.*
Be aware of LC1's traffic for the purpose of traffic issuance requirements.

i. Monitor the Operation. Consult the FLM/LC1/CIC when conditions favor a runway and/or approach-in-use change.

j. Operate Equipment. Operate tower cab equipment.

k. Assist in Emergency Situations. Assist in emergency situations as directed by FLM/CIC, PDK Emergency Operations Plan Order, and PDK TWR—PDK

AIRPORT LOA.

l. **Provide Additional Services.** Provide additional services in accordance with standards prescribed in FAA 7110.65, PDK Orders and LOA's.

m. **Placement of Strips.** Upon completion of the requirements of LC1, IFR departure strips will be placed in the strip retention bay located at the LC2 position. These strips will be combined with the IFR strips located in the far left retention bay at the LC1 position on an hourly basis, to coincide with the hourly ATIS and traffic count.

n. **Monitor the Departure Sequence.** If an IFR departure has not departed within 3 minutes after departure release was obtained, ensure that coordination occurs with A80 to cancel, extend, or amend the release for that aircraft. If successive releases are authorized, the 3-minute window begins when the prior aircraft is airborne.

Local Control Two (LC2) Position Jurisdictional Boundaries.

a. **Comply with Orders, LOAs and Directives.** LC2 must provide Air Traffic Control (ATC) service in accordance with applicable FAA Orders, handbooks and Letter of Agreements (LOA's). Orders and LOAs include FAA 7110.65, PDK 7110.65, PDK TWR / PDK AIRPORT Letter of Agreement; Jurisdictional Responsibilities of DeKalb- Peachtree Airport, and A80 / PDK ATCT Letter of Agreement.

b. **Provide Service.** LC2 must provide ATC service on the "active" runway(s), delegated movement areas, and PDK Class D Airspace within a 4.2 NM radius from DeKalb-Peachtree Airport from the surface up to and including 2999 MSL, as follows:

1. When LC1 and LC2 are de-combined:

(a) LC2 provides service for Runway 3L/21R.

(b) LC2 provides service for the PDK Class D Airspace from a line midway between, and parallel to Runways 3L/21R and 3R/21L. This line extends from NE to SW, and westward out from the line, to the PDK Class D boundary.

(c) Control of Runway 16/34 North of Taxiway Hotel is delegated to LC2

(d) The Charlie Pad.

Note: *The distance from centerline to centerline between Runways 3L/21R and 3R/21L is 500 feet. Depending on aircraft weight categories, wake turbulence separation or advisories may apply to aircraft operating on both runways (Reference: JO 7110.65 2-1-19, 3-8-3, 3-9-6, 7-6-7, etc.).* ***LC1's traffic takes priority. LC2 must be aware of LC1's traffic and plan accordingly to accommodate.***

APPENDIX I
CAB COORDINATOR (CC)

Cab Coordinator (CC) Primary Operational Responsibilities:

a. Perform any of the functions of the other tower positions to provide assistance in meeting situation objectives.

1. Monitor Local Control frequency as much as possible when not directly performing Cab Coordinator duties.

2. When LC1and LC2 are both operational, CC will alternate between "split" Local frequencies to determine where the most assistance is needed at a given time.

3. CC must assist LC and GC in ensuring the sequence of the aircraft in the departure runway queue correlates with the flight progress strip order shown on the departure strip board.

4. CC must write the departure frequency if other than that coordinated as per the PDK ATCT/A80 LOA and the assigned heading in boxes 8A & 8B on appropriate flight progress strips for IFR releases they obtained from A80.

b. Perform any of the functions of the other tower positions to provide assistance in meeting situation objectives.

1. Ensure IFR inbound half-strips are available to LC in a timely manner. Manually prepared half-strips (e.g., VFR practice approaches, IFR aircraft with no FDIO generated flight progress strip) must be in accordance with strip-marking procedures of FAA 7110.65 and this Order.

2. Advise Local Control if engaged in other duties and unable to provide assistance.

3. Obtain releases for Local Control in a timely manner (e.g. To expedite traffic, obtain release based on anticipation that jet aircraft will normally be ready upon reaching the runway, even if the pilot has not advised).

4. Workload permitting assist the Local Controller(s) in visually locating aircraft and helping maintain awareness of problem areas.

5. Operate tower equipment.

6. Perform coordination with other positions/facilities:

(a) Perform traffic flow inter-facility coordination with A80 (e.g. Relay IFR arrival spacing adjustments and IFR visual separation requests.)

(b) Coordinate between LC1, LC2, and GC to facilitate the flow of arrivals and departures.

7. Forward flight information to affected operating positions at PDK TWR and adjoining facilities in a timely manner. Examples include wind shear/bird advisory reports and the instituting of gate-hold procedures.

8. Assist in emergency situations as directed by FLM/CIC, PDK Emergency Operations Plan Order, and PDK TWR/PDK ARPT LOA. Ensure positive notification of proper crash rescue units in the event of a mandating condition.

9. Additional services will be conducted in accordance with standards prescribed in FAA 7110.65, PDK Orders and LOAs.

Cab Coordinator (CC) position jurisdictional boundaries.

The Cab Coordinator acts as a coordinator between the PDK tower positions in providing Air Traffic Control (ATC) service within the PDK Class D including the airport movement areas. Services are provided in accordance with applicable FAA Orders, handbooks and Letter of Agreements (LOAs). Orders and LOAs include, but are not limited to, FAA 7110.65, PDK 7110.65, PDK TWR--PDK AIRPORT Letter of Agreement; Jurisdictional Responsibilities of DeKalb-Peachtree Airport, and PDK ATCT and A80 Letter of Agreement.

APPENDIX J
CONTROLLER-IN-CHARGE (CIC)

Controller-In-Charge (CIC) position responsibilities:

a. Watch supervision duties as delegated by the Air Traffic Manager (ATM) excluding supervisory responsibilities, when a FLM is not available (per FAAO 7210.3). CIC responsibilities will be scheduled equitably among controllers as prescribed in PDK 7210.3 Appendix 3.

Note*: *If CIC must be combined on a working position, to the maximum extent possible it should be combined with FD, CD, or CC.

b. When a FLM is not in charge of the watch, the CIC will:

1. Approve requests for spot leave provided:
   - a. The leave request does not occur outside of the time frame during the current shift for which the CIC is responsible.
   - b. Adequate staffing will be maintained in accordance with PDK 7210.3.
   - c. If an FLM/ATM is in the facility, the CIC must forward leave requests to the FLM/ATM for approval.

Note*: *Only an FLM/ATM can approve/disapprove administrative leave/excused absence. (ex. Excused absence for blood donation, excused absence for traffic)

2. Where feasible, answer the business phone.

***Note*:** *CIC should not answer the phone when working an operational position and when personnel not working an operational position are available.*

3. When overtime is needed:
   - a. Consider anticipated staffing needs based on weather, traffic situations, etc.
   - b. To ensure staffing requirements are met, assign overtime as necessary and in an equitable manner in accordance with Appendix Five of PDK 7210.3.
   - c. Update Overtime-Worked in WMT Scheduler as appropriate.

c. Maintain the Facility Log, FAA FORM 7230-4, during CIC shift assignment. Unusual occurrences must be logged if any question exists as to its operational significance.

d. Monitor operational position assignments.

e. Rotate operational assignments among qualified controllers using up to two-hour intervals per rotation as a guide.

f. Combine/de-combine positions according to traffic and staffing availability.

1. As a guideline, position staffing must be handled as followed:

(a). Positions must be staffed using at least 51% of the CPC workforce at any given time.

Examples: ***2 CPC's signed in = 2 positions staffed***
3 CPC's signed in = 2 positions staffed
4 CPC's signed in = 3 positions staffed
5 CPC's signed in = 3 positions staffed
6 CPC's signed in = 4 positions staffed

NOTE: If a Developmental or CPC-IT is scheduled as staffing, that individual must be counted as a CPC when staffing positions

(b). If a Front Line Manager (FLM/Supervisor) or the Air Traffic Manager (ATM) is in the facility, he or she must be contacted prior to deviating from the provisions in (a) above.

2. If the FLM or ATM is not in the facility, the CIC must use their best operational judgment in combining/de-combining positions.

Note: When determining whether to combine/de-combine positions, the CIC must take into consideration such factors as weather trends, potential increases/decreases in traffic, On-The-Job-Training (OJT) availability, meal breaks and future staffing deficiencies (i.e. Sick calls).

g. Provide for developmental On-the-Job-Training (OJT). Provide time for debriefing sessions and self-study time as staffing permits.

h. As prescribed by 2-1-23 of this Order, ensure that procedures for Transfer of Position Responsibility are adhered.

i. Offer lunch breaks and rest breaks on an equitable basis. If staffing and the operations permits, lunch breaks will be offered to a controller between that controllers' fourth through sixth hour at work.

Note: Hours at work are based upon the controller's sign-on time for that shift; a refusal of offered lunch-break is treated as a request for lunch to be taken later.

j. Initiate operational changes when warranted:

1. Consult with the Local Controller(s) when conditions (e.g. weather, traffic density, noise abatement policy, etc.) necessitate a change in the advertised runway and/or advertised approach.

2. Ensure coordination is completed with A80 regarding changes in Runway Configuration and/or advertised approaches.

3. Oversee implementation of gate hold procedures and issuance/cancellation of NOTAMs.

k. When runways are opened or closed by the airport, ensure that the Runway Opening/Closure checklist is completed in accordance with the LOA between PDK ATCT and PDK Airport Management.

l. Ensure completion of opening/closing Watch Check Lists as appropriate for shift:

1. Facility appearance should be neat and orderly with no unrelated materials in the tower cab
2. Log and report failures with the DALR system (red or yellow boxes and/or error messages) to A80 maintenance.
3. Final tabulation of daily traffic count must be completed at the close of business. If this is not accomplished, the closing CIC must leave a written message that the tabulation has not been completed with the daily paperwork.

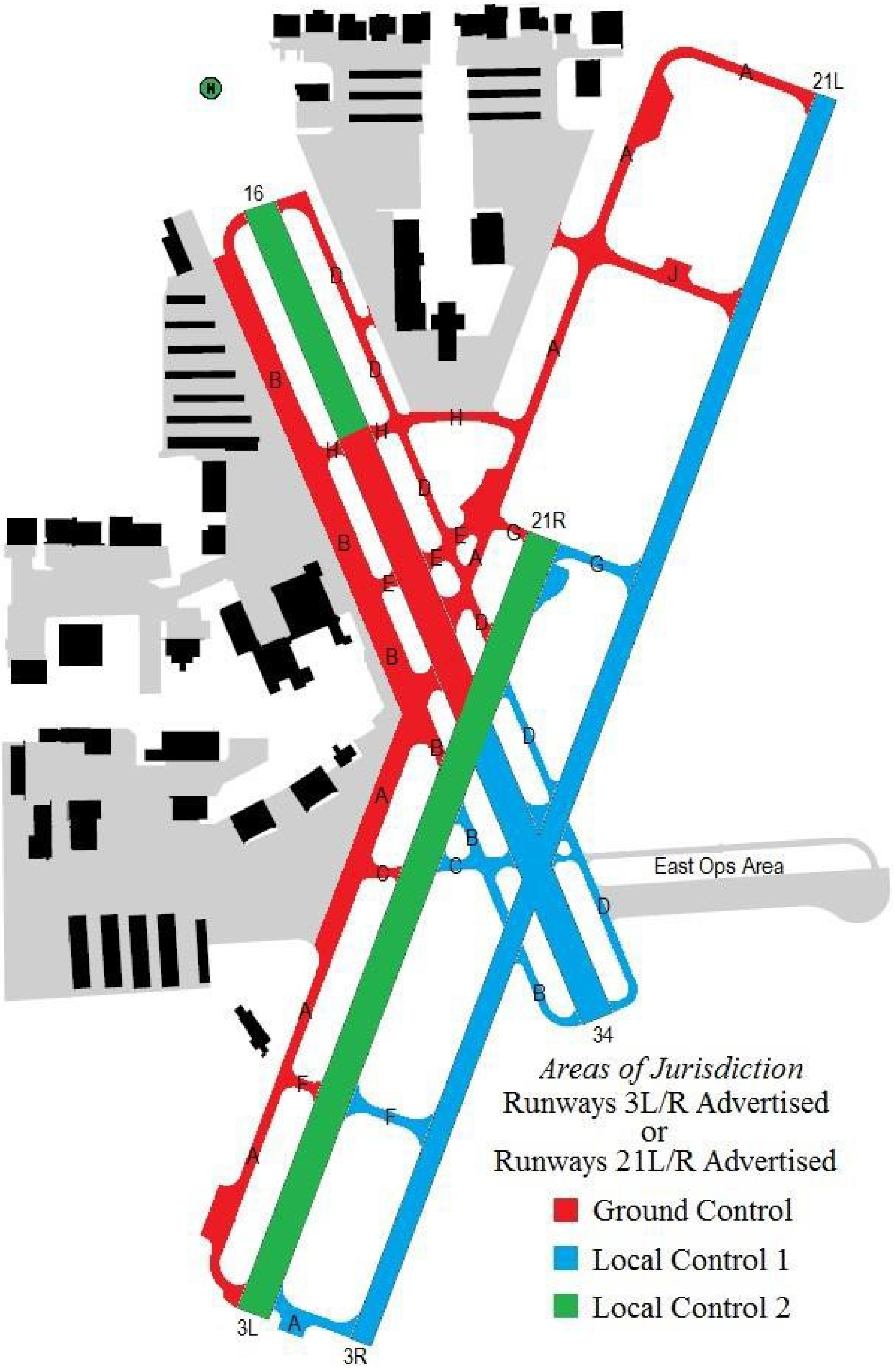
m. Handle routine operational problems and complaints. Non-routine or unresolved problems should be referred to the ATM or next available FLM.

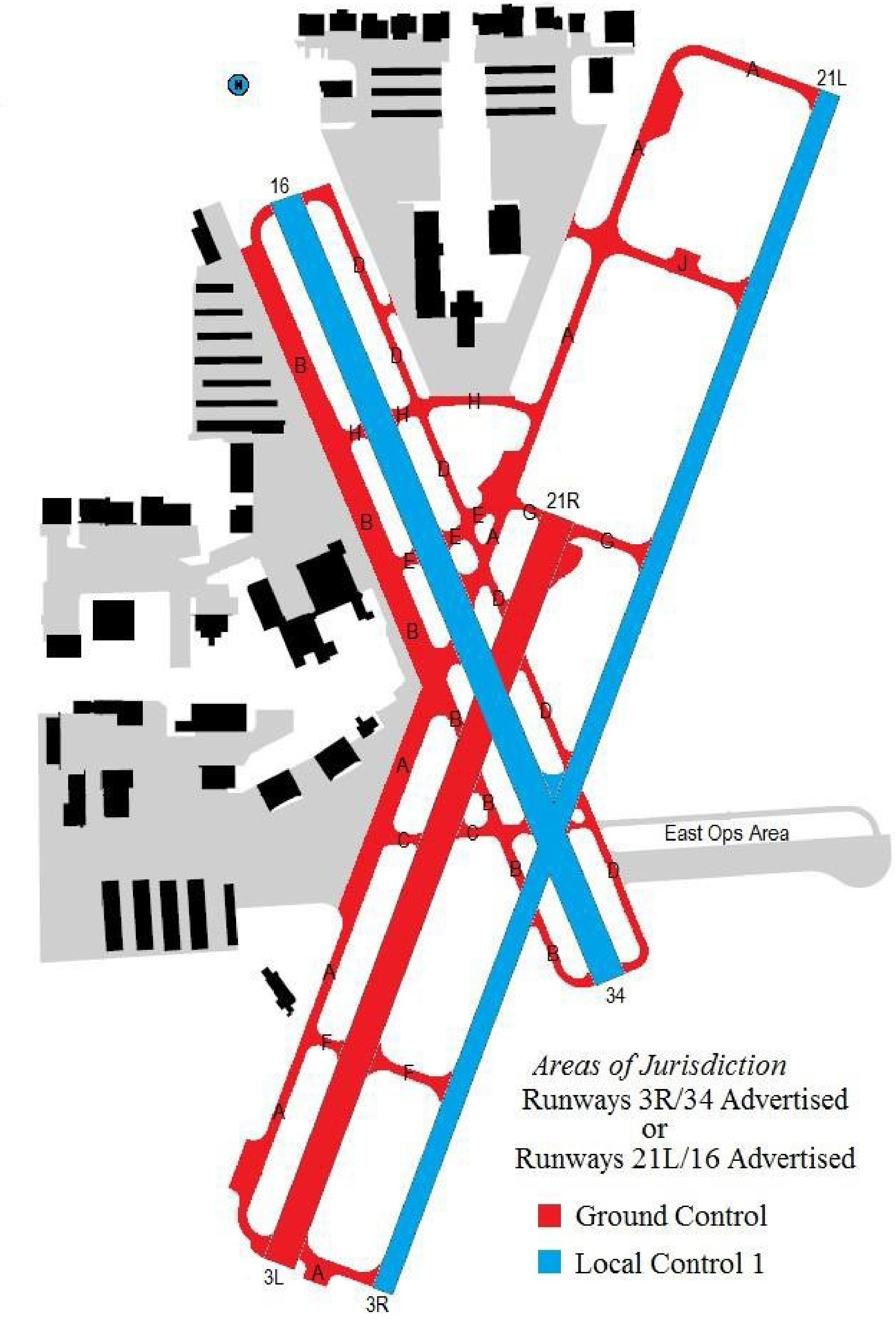
n. Manage tours/visits to the tower as prescribed by PDK 7210.3 paragraph 2-7-8.

Controller-In-Charge (CIC) position jurisdictional boundaries.

No jurisdictional boundaries have been delegated to the Controller-In-Charge position.

APPENDIX K
AREA OF JURISDICTION MAPS





Areas of Jurisdiction
Runways 3R/34 Advertised
or
Runways 21L/16 Advertised

🟥 Ground Control

🟦 Local Control 1

APPENDIX L
FLIGHT PROGRESS STRIP BOARD MANAGEMENT

a. General

1. Flight progress strip processing and strip board management will be performed in accordance with FAA 7110.65 subject to adaptations described in appropriate appendices of this Order.

2. Situations not covered in this Order should be handled in a method that closely approximates approved procedures.

b. Flight Data/Clearance Delivery Strip Board Management.

1. Half-strips are used for VFR departures and VFR/IFR arrivals. Full-strips are used for IFR/SVFR departures and arrivals. Strips shall either be machine-generated, pre-printed or manually-prepared according to the national and local directives.

2. IFR proposal strips are placed on the top of the CD or GC strip board in the offset position (unless otherwise requested by the affected controller) to alert the controller of a new flight plan.

3. Updating proposal times is either accomplished by handwriting the new time or replacing the existing strip with a new one. Replacement of strips already having manual entries on them must only be done with approval from the controller working the affected position.

4. FD/CD must ensure that the IFR departure strip is promptly placed at the top left vertical bay on the Ground Control strip board after the pilot readback.

***Note:* Failure to promptly deliver departure strips to GC after issuing the clearance can result in IFR aircraft mistakenly being taxied out and departed as VFR. It is understood, however, that sometimes amendments (i.e. corrections to call signs, changes in final altitude, etc.) need to be made to at the FDIO after the pilot read back, which can delay delivery of the strip to GC. In such cases, FD/CD should, to the maximum extent possible, remain situationally aware to assist GC in preventing IFR/VFR misidentification.**

c. Ground Control Strip Board Management.

1. Arrival and departure information shall be passed between Local (LC), Ground (GC), and Cab Coordinator (CC) Controllers by the use of preprinted or handwritten flight strips, or by verbal means.

2. One flight progress strip is normally used to display information for each aircraft/vehicle under GC responsibility.

3. Ground Control Strip Board

(a) The Ground Control strip board consists of two vertical strip bays and two horizontal half-strip bays. The top horizontal bay, consist of blank half-strips for preparing VFR departure strips and displaying other pertinent information, such as an aircraft in a run-up pad. (Pre- printed or manually prepared half-strips shall be used.)

(b) IFR/SVFR Departures. The vertical bays are used for IFR/SVFR departure strips. Flight progress strips are held in the left vertical bay (suspense bay) until a taxi clearance has been issued. Once taxi instructions are provided, place the IFR/SVFR departure strip in the right vertical bay (active bay). Prior to aircraft reaching the runway the strip is placed on LC Outbound Board in the correct aircraft sequence, except when CC position is staffed. When the CC position is staffed, place IFR strips at CC with sequence showing first aircraft at bottom. Additionally, if the sequence between IFR and VFR departures may not immediately be clear, use a blank half-strip as a place-holder on the appropriate LC1/2 outbound board bay to indicate where an IFR aircraft is in the line-up for departure.

(c) VFR Departures. The top horizontal bay consists of VFR departures. VFR departures are placed in the bay in order of taxi sequence; i.e. the first aircraft to the far right side of the bay. When the VFR aircraft reports run-up complete or prior to aircraft reaching the runway the strip is placed on LC Outbound Board in the correct aircraft sequence.

(d) Arrivals.

(1) The bottom horizontal bay consists of all inbound aircraft with clearance to taxi to parking. Flight progress strips are received from LC (on the counter between GC and LC1) when an aircraft has left the active runway or has been instructed to cross Runway 3L/21R. Receiving the half strip from Local indicates the aircraft has been cleared ***ONLY*** to cross Runway 3L/21R.

NOTE: *All requests originating from GC for active runway crossings must be verbally coordinated on the landline.* ***This includes a scenario where LC has cleared an aircraft to cross Runway 3L/21R, but instead the aircraft holds short of Runway 3L/21R between the parallel runways and contacts GC.***
See PDK 7110.65D:
Appendix F, paragraph g. Coordination
Appendix G, paragraph g. Coordination
Appendix H, paragraph g. Coordination

(2) Strips are held at GC (in the bottom horizontal bay) until no longer needed for ground operations. Preprinted half-strips are then returned to the Preprint Box located near the GC position and VFR handwritten half-strips are discarded. All IFR arrival strips are placed in the arrival strip retention box located at the GC position. All SVFR arrival strips are placed in the leftmost strip retention box located at the LC1 position for inclusion in the hourly traffic count.

(e) Memory Aids:

(1) Active Runway Strip: Place the Yellow and Black Active Runway Strip in the top horizontal bay when any other than the active runway(s) is activated.

(2) Precision Obstacle Free Zone (POFZ) / Obstacle Clearance Surfaces (OCS) Strip: Place the POFZ/OCS Strip in the top horizontal bay when weather requirements dictate.

Note: GC must notify LC1/2 when aircraft or vehicles are in the protected area.

d. Local Control Strip Board Management.

1. The local control flight strip board is used to display the progress of all departing, arriving, and transitioning aircraft at PDK. It is important to keep the board current. This not only assists the local controller but also helps the cab coordinator and any relieving controllers in quickly picking up the "picture" with minimum verbal communications.

2. Flight progress strips must be used for all IFR/SVFR aircraft. One half-strip is used for each VFR aircraft unless otherwise operationally advantageous.

3. The traffic counter is used during VFR conditions. Count itinerant, local, military and air taxi aircraft as they are cleared for a particular operation.

Note: Overflights are counted as one count for each entrance and exit for a total of two counts for each overflight. (Only count Non-STARS tagged aircraft.)

4. Local Control Strip Board.

(a) The Local Control strip board consists of three horizontal strip bays; two arrival bays at the top of the strip board separated by an elevated ridge, and one VFR departure bay at the bottom right of the board. The top arrival bay consists of arrivals for Runway 3R/21L. The bottom arrival bay consists of arrivals for Runway 3L/21R. The elevated ridge between the top and bottom arrival bays is used to sequence aircraft to Runway 16/34 when the parallel runways are advertised as active (See paragraph (e) in this section below). Inactive VFR half-strips are stored across the top of the strip board.

(b) IFR/SVFR Departures. IFR/SVFR departure full-strips are placed in bottom left horizontal bay (IFR departure bay) after a release has been obtained. The strip pushed out of the strip-holder to the right edge of Box 4 indicates the aircraft is cleared to LUAW on the runway. The strip pushed out of the strip-holder to the left edge of Box 9 indicates the aircraft is cleared for takeoff. The strip will be removed and filed when no longer needed for operations.

(c) VFR Departures. VFR departure half-strips for aircraft cleared to LUAW on a runway are canted in the bottom right VFR departure bay as a visual aid. After the aircraft is cleared for takeoff, the half-strips are placed flat and slid to the right of the VFR departure bay in the order of departure and retained until a frequency change is given or no longer needed. Preprinted half-strips are stored the slots at the very top of the board for future use.

(d) VFR Helicopters. Blank half-strips are kept on the far right side of the VFR departure bay to write down information on helicopters, including transitions.

(e) Arrivals. Aircraft cleared to land are pushed to the left of the appropriate arrival bay in the correct landing sequence. Aircraft are sequenced left to right in their appropriate bays.

(1) The top arrival bay is used for Runway 3R/21L. Inactive inbound IFR/VFR computer-generated half-strips are placed on the far right side of this bay.

(2) The bottom arrival bay consists of arrivals for runway 3L/21R or 16/34, whichever is the advertised paired runway.

(3) The elevated ridge between the top and bottom arrival bays is used for arrivals landing on Runway 16/34 when the parallel runways are advertised as active.

(4) Half-strips for aircraft landing runway 3R/21L which have been instructed to hold short of Runway 3L/21R will be canted in the top arrival bay. Flight strips are passed to GC, face up in a neat and orderly manner (on the counter between GC and LC1) when an aircraft has exited the active runway or has been instructed to cross runway 3L/21R. Passing the strip to GC indicates the aircraft has been cleared ***ONLY*** to cross Runway 3L/21R.

NOTE: **All requests originating from GC for active runway crossings must be verbally coordinated on the landline**. This ***includes a scenario where LC has cleared an aircraft to cross Runway 3L/21R, but instead the aircraft holds short of Runway 3L/21R between the parallel runways and contacts GC.***
See PDK 7110.65D:

Appendices F, paragraph g. Coordination
Appendices G, paragraph g. Coordination
Appendices H, paragraph g. Coordination

(f) Memory Aids:

(1) CLOSED Runway Strip: The closed Runway full-strip is placed in between the arrival runway rows on the Local Controller strip board with the closed runway(s) displayed when one or more runways are closed.

(2) OCCUPIED Strips: The "OCCUPIED" half-strip is placed on the far left side of the appropriate runway arrival bay to indicate the runway is temporarily unusable. The "OCCUPIED" half-strip shall be used for vehicles, personnel or equipment on active runway/s, as well as all runway crossings.

(3) Golf tees: Kept on either side of the board, are placed in the half- strip to denote aircraft is in closed traffic.

(4) Additional memory aids are affixed to the top left corner of the strip board as flip-up flags:

A. LUAW: Indicates when Line-Up-And-Wait operations are authorized, as per tower cab staffing requirements.

B. POFZ: Precision Obstacle Free Zone - Displayed on the top left corner of the strip board when weather requirements dictate.

NOTE: POFZ does not indicate when the ILS Critical Area must be protected. See JO 7110.65, 3-7-5 for ILS Critical Area weather requirements. See JO 7110.65, 3-7- 6 for POFZ weather requirements.

C. PIREP: Solicit at least one PIREP per hour when requested or specific conditions exist or are forecasted for your area of jurisdiction. *(See JO 7110.65, 2-6-3 for specific conditions)*

D. ODO: Opposite-Direction Operation – Indicates when an opposite direction operation has been approved or is in progress

E. RVR: Runway Visual Range – Indicates when RVR data must be furnished to arrival/departure aircraft as a takeoff/landing minima. *(See JO 7110.65, Chapter 2, Section 8 – Runway Visibility Reporting – Terminal)*

APPENDIX M
PDK PROCEDURES FOR INFORMAL RUNWAY USE PROGRAM

a. Runway Selection Criteria. Select Runways 3R/3L as active provided the following criteria can be satisfied:

1. **Wind Shear or Thunderstorms.** There should be no significant wind shear or thunderstorms which affect the use of Runway 3L/3R such as:
   - **(a)** Pilot report (PIREP) of wind shear, or
   - **(b)** No thunderstorm on the initial takeoff departure path or final approach path (within 5 nm) of Runway 3L/3R.
2. **Weather.** Ceiling at least 2500 AGL and visibility 3 miles or more.
3. **Runway Braking Effectiveness.** Braking effectiveness must be good with no reports of hydroplaning or unusually slippery runway surfaces.
4. **Winds.**
   - **(a)** Clear and Dry Runways.
     - **(1)** The MAXIMUM CROSSWIND COMPONENT for the selected runway (including gust values) is **10 knots**.
     - **(2)** The MAXIMUM TAILWIND COMPONENT for the selected runway is **5 knots**
   - **(b)** Runways Not Clear or Not Dry.
     - **(1)** The MAXIMUM CROSSWIND COMPONENT for the selected runway (including gust values) is **10 knots** or less, and,
     - **(2)** NO TAILWIND COMPONENT for the selected runway shall be present with a reported wind of no greater than "**calm**". ***Note:*** The nominal range of winds reported as calm (0-3 knots) shall be considered to have no tailwind component.

b. Other Safety Factors.

1. Pilot requests for different runway. ***Note:*** If a pilot prefers to use a runway other than the one assigned, he/she is expected to advise ATC.
2. Weather and/or traffic volume mandating the use of a runway with an instrument approach.

APPENDIX N
AIRCRAFT MAINTENANCE AND HIGH-POWERED ENGINE RUNS

For noise abatement purposes, when weather conditions are better than 800ft ceilings and 2SM visibility, the Juliet run up area is preferred for aircraft maintenance and high-powered engine runs.

If Juliet is unavailable, the East Ops Area is also encouraged to be used for aircraft maintenance and high-powered engine runs.

Note: Some turbine engine aircraft may need to perform maintenance or engine runs that cause excessive noise and disturbance to the surrounding community. When wind direction is not a factor, such aircraft should be advised: "If practical, face a southerly direction parallel to Runway 3R/21L to reduce noise to surrounding community."

APPENDIX O
PRIMARY RADAR IDENTIFICATION METHODS

The following visual reporting points are listed to identify range and azimuth to facilitate radar identification utilizing radar identification methods at PDK Airport.

REPORTING POINT	**RANGE**	**AZIMUTH**
PERIMETER MALL	3.2	325
TANK FARM	2.9	031
LENOX MALL	3.4	243
JUNCTION	2.2	062
NORTHLAKE MALL	2.3	125
NORTHSIDE/SCOTTISH RITE HOSPITALS	3.3	300
AT&T	5.0	060